

**SHELTER HARBOR FIRE DISTRICT
BOARD OF GOVERNORS MEETING MINUTES
December 20, 2014 at 8:30 a.m.
Shelter Harbor Inn
10 Wagner Road
Westerly, RI 02891**

I. Call to Order and Roll Call

Tom Lloyd called the meeting to order at 8:35 a.m. BoG members present were Vivian Duff, John Bruno, Michael McEntee, Bob Hatfield, Marianne Nardone, Rick Wiatrowski. Also present were Glen Berwick, Treasurer; Harry Gregory, Tax Assessor and Collector; Nonie Price, Clerk; and David R. Petrarca, Jr., Legal Counsel. Tom Lloyd extended a special welcome to new BoG members Marianne Nardone and Rick Wiatrowski.

II. Public Comment/ SHFD BOG Response

There was no public comment.

III. Approval of Minutes of June 20, 2014

Upon motion duly made by John Bruno and seconded by Vivian Duff, the minutes of the June 20, 2014 BoG meeting were approved.

IV. Approval of Executive Session Minutes from June 20, 2014

A motion was duly made by Vivian Duff and seconded by Michael McEntee to approve the Executive Session Minutes of June 20, 2014. All BoG members present voted in favor with Marianne Nardone and Rick Wiatrowski abstaining.

V. Announcements

There were no announcements, however, the BoG wanted to recognize Peter Ruggiero's service to the SHFD, wish him a good and speedy recovery from his knee surgery. Tom Lloyd asked David Petrarca to let Peter know the BoG appreciates all he does for the fire district.

VI. Correspondence

A. Secretary of State Open Meetings Presentation Public Records

Nonie Price received an email invitation for a January 2015 Open Meetings Presentation on Public Records from the RI Secretary of State. David Petrarca explained the Access to Public Records Act (APRA) to the BoG. The Clerk, and Moderator, must have certified training annually for the SHFD to be in compliance with the law. Filing for 2014 will be done before the end of 2014. Currently, there is a link on the SHFD web site to request access to records.

B. Rochelle Levins - Committee Appointments

Everyone on the BoG received an email from Rochelle Levins regarding concern about committee appointments. Tom Lloyd asked legal counsel, David Petrarca and Peter Ruggiero, to write a legal opinion on this matter. David was asked to read the opinion. The legal opinion was well written and clearly lays out the hierarchy of powers granted by the Charter, the By-Laws and allowed by policy-making of the Board of Governors. In the final analysis, the Moderator has the obligation to appoint committees and agents annually and has the authority to appoint officers of committees.

C. Aquaculture Applications - David Beutel, CRMC

Tom Lloyd stated there are five aquaculture applications pending in two ponds; Ninigret and Quonochontaug. CRMC is the Rhode Island agency responsible to receive and hear aquaculture applications. Three applications are for locations in Ninigret Pond. Two applications are for three potential site locations

in Quonnie Pond, one located in Westerly and the other two in the Charlestown end of the pond. Tom Lloyd shared a picture of the Quonnie Pond with representations of the three sites applied for. Up to five percent of the total area of the pond can be permitted by CRMC for aquaculture. There are preliminary hearings for these applications scheduled for Monday, January 5 and Tuesday, Jan 6, 2015. Tom Lloyd will attend both meetings on behalf of the SHFD and make comments against the applications. Tom Lloyd encouraged BoG members to attend the meetings, too. An email blast will be sent to SHFD residents informing them of the applications and encouraging attendance at the meetings.

VII. Treasurer's Report - Report Distributed

Glen Berwick asked for a resolution to approve payment of stipends to Officers. Bob Hatfield duly made the motion and John Bruno seconded. There are three, \$500 stipends, for the Tax Collector, Clerk, and Treasurer. All members present voted in favor of the resolution and it carried.

VIII. Tax Collector's Report - Report Distributed

Harry Gregory stated \$207,000 in tax receipts had been collected out of the \$214,000 billed to residents. Four accounts have not been paid. These residents will be billed with interest. Harry was thanked for his efforts.

IX. Appointment of Agents and Committees

It is the duty of the BoG to select a Vice Moderator. The Vice Moderator will be elected to the position at the next regular meeting of the BoG. Until then, the Moderator appointed John Bruno to serve as Vice Moderator for SHFD.

The following volunteers in the Shelter Harbor community have been appointed as agents: Auditor, Jack Hardick; By-Laws, Joe Rucci; Community Functions, Mary Harrop; Directory, Liz Miller; Dock and Moorings, John Bruno; Dock and Moorings Assistant, Steve Dreska; Roads, Jack Waters; Safety and Security, Alex Platt; Small Boat Racks, Bob Hatfield; Tennis, Mary DiCecco; Web Site Manager, Bob Duff; Long Range Planning, not appointed; SHFD Ladies Luncheon; Phyllis Visnauskas and Brenda Manning; Bean Pot Gardens, Karen Matheson; and Dinner for 8, Karen Matheson.

The following have been appointed as Chairs of Committees. For the Beach Committee, Vivian Duff, will be the Chair with Beach Committee members Bob Hatfield, Mary Hardy, Jim Levins, Rochelle Levins, Marie McEntee, Betty Waters, Bob Kelley, and Barbara Goodchild. For the Finance Committee, Mark Pratt, will be Chair with Finance Committee members Glen Berwick, Jim Brower, Stu Graham, Harry Gregory, Clay Howland, Jack Manning.

Tom Lloyd thanked everyone for their service. A special thanks was extended to Vivian Duff for agreeing to serve on the beach committee and to Bob Hatfield for serving on and chairing the committee for many years and for agreeing to stay on the committee.

X. Agent and Committee Chair Reports

A. Beach - Report Distributed

Vivian Duff shared points from the Beach Committee report. Aaron Perkins is on board for another season as Lifeguard Supervisor. Aaron presented the Committee with a list of equipment needs. There is a need for a rescue kayak at Grove Dock. There is a need to replace the large red rescue board at Grove Dock. It has been repaired for several seasons. The new board will be used at the beach and the current board from the beach will go to Grove Dock. An anonymous donation was made of a kayak for Grove Dock. Bonuses were paid to Aaron and the lifeguards. A donation of a bike rack has been accepted and it will be placed next to the port-a-pots next season.

At its last meeting, the Committee voted to continue the practice of two-year beach passes for the 2015-2016 seasons.

The SHFD windshield stickers expire in 2014. The Committee thought for the sticker the year was not important and to save money will order new stickers when the current supply is used. New stickers, when ordered, will not have an expiration date.

The beach walkway needs replacing. Alternatives are being researched. The Bog was asked to consider a season without a mat to determine if a walkway is indeed needed. A hand rail for both sides of the walkway was suggested. The BoG decided to go without a mat for next season.

Vivian Duff also pointed out that every year Jim Levins puts in countless hours to set up and break down the beach equipment. Vivian asked for help with this work by having BoG members reach out to residents who could help Jim.

There is concern from the Beach Committee about the SH Inn advertising swimming at Grove Dock on their web site.

The opening date for the beach was discussed and it was the consensus of the BoG to have it open on June 20, 2015.

An ad-hoc group consisting of Vivian Duff, Michael McEntee, and John Bruno will meet to discuss some concerns about the number of passes and parking spaces.

B. Beanpot - No Report

C. Bylaws - No Report

D. Community Events - Report Distributed

Mary Harrop developed the new calendar of events for 2015. This was distributed to the BoG. Thanks were extended to Mary for organizing all the events for the calendar.

E. Database - No Report

F. Directory - Report Distributed

There was no discussion.

G. Finance - Report Distributed

There was no discussion.

H. Harbor Master - Report Distributed

John recently spoke with Kim Rayner Russell who is a member of the Town of Westerly Harbor Commission. She told John there has been no action on the Harbor Management plan.

Small Boat Racks - Report Distributed

Bob Hatfield said the last boat should be off the racks soon.

I. Long Range Planning Committee - No Report

J. Roads - Report Distributed

There was no discussion.

K. Safety and Security - No Report

L. Tennis - Report Distributed

Mary's report stated the courts have been cleared of leaves and debris and repairs to the fence surrounding the courts have been completed. Mary asked Glen Berwick to speak about the surface of the courts and the net post. The post will have to be fixed. Glen will share a report with David Petrarca, Peter Ruggiero, and Tom Lloyd regarding the quality of the asphalt used in the tennis court surface.

M. SHFD Web Site - Report Distributed

Bob Duff will write up a blurb to promote the web site and this will be distributed to the residents in an email blast. The document for requesting the right to examine documents has been put on the SHFD web site.

XI. Old Business

There was no old business.

XII. New Business

A. Escrow of Fire District Taxes (9-22-14 email Tom/Harry)

Harry Gregory explained he gets calls from attorneys and financial institutions regarding tax information for closings to determine whether the fire district taxes have been paid. Inquiries are coming in from businesses who would like to do business with banks. Harry is concerned about the demand for supplying information. Harry requested two separate policies be enacted; a pdf made of the excel spreadsheet to publish on the web site with a link to access the tax role. If a lender calls, they would be referred to the website. Also, if an attorney makes a request for a tax pay-off, a municipal lien certificate could be emailed at a charge.

B. APPRA Policy

The Access to Public Records requirements were explained under "Correspondence" earlier in the meeting. David Petrarca said APRA gives specific statute and a policy has to be in place. Tom Lloyd asked David to draft a policy proposal for the SHFD.

C. FOI Request-Fire Data Survey-Ken Block

A Freedom of Information request was received from Ken Block. Recently, he wrote an editorial in the Providence Journal regarding fire districts and fire protection. Tom Lloyd responded to the request for information as it pertains to the SHFD. Tom will send an email to the BoG with the cover letter sent to Ken Block. There will be a meeting in January for SHFD and other fire districts with Ken Block.

XIII. Public Comment/ SHFD BOG Response

Bob Duff complimented the BoG for their work.

Harry Gregory said there was a 65-pound coyote hunted in Ninigret.

XIV. Adjournment

A motion was duly made by John Bruno and seconded by Vivian Duff to adjourn the SHFD BoG meeting. All members present voted in favor and the meeting adjourned at 11:34 a.m.

Recorded by,

Nonie Price, SHFD Clerk